

## Safety Attribute Inspection (SAI) Data Collection Tool

### 6.1.1 Scheduling / Reporting System (OP)

#### ELEMENT SUMMARY INFORMATION

**Purpose of this Element** (certificate holder's responsibility):

- To ensure the certificate holder schedules airmen/crewmembers/dispatchers and maintains a Scheduling and Reporting System.

**Objective** (FAA oversight):

- To determine if the certificate holder's Scheduling/Reporting System meets all applicable requirements of Title 14 of the Code of Federal Regulations (14 CFR) and FAA policies.
- To determine if the certificate holder's Scheduling/Reporting System incorporates the safety attributes.
- To identify any shortfalls in the certificate holder's Scheduling/Reporting System.

**Specific Instructions:**

- Intentionally left blank

#### SUPPLEMENTAL INFORMATION

**Specific Regulatory Requirements (SRRs):**

- SRRs:
  - 121.135(a)(1)
  - 121.135(b)(1)
  - 121.135(b)(2)
  - 121.135(b)(3)
  - 121.465(a)
  - 121.465(b)(1)
  - 121.465(b)(2)
  - 121.465(b)(3)
  - 121.465(c)
  - 121.467(b)
  - 121.467(c)
  - 121.471(a)(1)
  - 121.471(a)(2)
  - 121.471(a)(3)
  - 121.471(a)(4)
  - 121.471(b)(1)
  - 121.471(b)(2)
  - 121.471(b)(3)
  - 121.471(d)
  - 121.471(e)
  - 121.471(f)
  - 121.471(g)
  - 121.481(a)
  - 121.481(b)
  - 121.481(c)
  - 121.481(d)

- SRRs:
  - 121.481(e)
  - 121.481(f)
  - 121.483(a)
  - 121.483(b)
  - 121.483(c)(1)
  - 121.483(c)(2)
  - 121.483(c)(3)
  - 121.485(a)
  - 121.485(b)
  - 121.485(c)(1)
  - 121.485(c)(2)
  - 121.485(c)(3)
  - 121.487(a)
  - 121.487(b)
  - 121.487(c)
  - 121.487(d)
  - 121.487(e)
  - 121.489
  - 121.493(a)
  - 121.493(b)
  - 121.503(a)
  - 121.503(b)
  - 121.503(c)
  - 121.503(d)
  - 121.503(e)
  - 121.503(f)(1)
  - 121.503(f)(2)
  - 121.503(f)(3)
  - 121.505(a)
  - 121.505(b)
  - 121.507(a)(1)
  - 121.507(a)(2)
  - 121.507(b)
  - 121.509(a)(1)
  - 121.509(a)(2)
  - 121.509(b)
  - 121.511(a)
  - 121.511(b)
  - 121.515
  - 121.517
  - 121.521(a)
  - 121.521(b)
  - 121.521(c)(1)
  - 121.521(c)(2)
  - 121.523(a)
  - 121.523(b)
  - 121.523(c)
  - 121.523(d)
  - 121.523(e)
  - 121.523(f)
  - 121.525(b)
  - 121.525(c)
  - 121.525(d)
  - 121.525(e)
  - 121.683(a)(1)
  - 121.683(a)(2)

**Related CFRs & FAA Policy/Guidance:**

- Related CFRs:  
Intentionally left blank
- FAA Policy/Guidance:  
Intentionally left blank

### SAI SECTION 1 - PROCEDURES ATTRIBUTE

**Objective:** Procedures, instructions, and information contained in the certificate holder's manual are documented methods for accomplishing a process. Policies contained in the certificate holder's manual should establish the certificate holder's compliance posture. Policies may not be stand-alone statements but may be imbedded within procedures, instructions, or information regarding a particular regulatory requirement. The questions in this section of the data collection tool (DCT) are designed to assist the inspector in determining if the certificate holder's manual has documented or prescribed methods of accomplishing the process requirements that provide answers to the associated questions regarding who, what, when, where, and how. This section contains policy questions, procedural questions, and instructional or informational questions pertaining to various types of certificate holder requirements such as actions, prohibitions, or resources (i.e., personnel, facilities, equipment, technical data, etc.).

#### Tasks

	To meet this objective, the inspector must accomplish the following tasks:
1.	Review the information listed in the Supplemental Information section of this DCT.
2.	Review the duties and responsibilities for management and other personnel identified by the certificate holder who accomplish the Scheduling/Reporting System.
3.	Review the certificate holder's manual to ensure that it contains policies, procedures, instructions, and information necessary for the Scheduling/Reporting System.

#### Questions

	To meet this objective, the inspector must answer the following questions:	
1.	Does the content of the certificate holder's manual meet the specific regulatory and FAA policy requirements for a Scheduling/Reporting System:	
1.1.	Does the certificate holder's manual specify that the dispatcher be allotted time to become thoroughly familiar with current operations before dispatching aircraft? SRRs: 121.465(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.2.	Does the certificate holder's manual specify:	
1.2.1.	Duty time limitations for dispatchers? SRRs: 121.465(b)(1); 121.465(b)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.2.2.	Rest requirements for dispatchers? SRRs: 121.465(b)(3)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.3.	Does the certificate holder's manual specify an alternate method of complying with rest requirements when the person dispatching flag operations is outside of the contiguous U.S.? SRRs: 121.465(c)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.4.	Does the certificate holder's manual specify:	
1.4.1.	The limitations under which the certificate holder may assign duty periods to flight attendants? SRRs: 121.467(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.4.2.	The conditions under which the certificate holder may assign duty periods to flight attendants? SRRs: 121.467(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

1.5.	Does the certificate holder's manual specify the conditions under which the certificate holder may apply the flight crewmembers':	
1.5.1.	Flight time requirements to flight attendants? SRRs: 121.467(c)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.5.2.	Duty time limitations to flight attendants? SRRs: 121.467(c)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.5.3.	Rest time requirements to flight attendants? SRRs: 121.467(c)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.6.	Does the certificate holder's manual specify commercial flight time limitations for domestic operations? SRRs: 121.471(a)(1); 121.471(a)(2); 121.471(a)(3); 121.471(a)(4)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.7.	Does the certificate holder's manual specify minimum rest requirements for flight crewmembers in domestic operations? SRRs: 121.471(b)(1); 121.471(b)(2); 121.471(b)(3)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.8.	Does the certificate holder's manual require a 24 hour relief period for domestic operations? SRRs: 121.471(d)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.9.	Does the certificate holder's manual specify that a crewmember rest period is not to be interrupted by carrier duties in domestic operations? SRRs: 121.471(e)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.10.	Does the certificate holder's manual specify that the rest period of those crewmembers governed by domestic operations does not include time spent in transportation? SRRs: 121.471(f)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.11.	Does the certificate holder's manual specify when scheduled flight time may be exceeded in domestic operations? SRRs: 121.471(g)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.12.	Does the certificate holder's manual specifically limit flag operations from scheduling one- or two-pilot crews for more than 8 hours in any consecutive 24 hours without a rest? SRRs: 121.481(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.13.	Does the certificate holder's manual specify the rest requirements for one- or two-pilot crews scheduled in flag operations to fly in excess of 8 hours in any consecutive 24 hour period? SRRs: 121.481(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.14.	Does the certificate holder's manual require a minimum of 18 hours of rest for any one- or two-pilot crews in flag operations that have flown more than 8 hours during 24 consecutive hours? SRRs: 121.481(c)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.15.	When conducting flag operations, does the certificate holder's manual require:	
1.15.1.	That no pilot in any one- or two-pilot crew may fly more than 32 hours during any seven consecutive days? SRRs: 121.481(d)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

1.15.2.	That each pilot must be relieved from all duty for at least 24 consecutive hours at least once during any seven consecutive days? SRRs: 121.481(d)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.16.	Does the certificate holder's manual require that no one- or two-pilot crews fly:	
1.16.1.	More than 100 hours during any calendar month? SRRs: 121.481(e); 121.481(f)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.16.2.	More than 1,000 hours during any 12 calendar months? SRRs: 121.481(e); 121.481(f)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.17.	Does the manual of the certificate holder conducting flag operations limit a pilot in a three-person flightcrew to fly fewer than 12 hours in any 24 consecutive hours? SRRs: 121.483(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.18.	Does the certificate holder's manual specify the rest requirements for pilots in a three-person flightcrew in flag operations who have flown in excess of 20 hours in 48 consecutive hours or 24 hours in any 72 consecutive hours? SRRs: 121.483(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.19.	When conducting flag operations, does the certificate holder's manual specify the maximum number of hours a pilot in a three-person flightcrew may fly during any 30 or 90 consecutive days or any 12 calendar month period? SRRs: 121.483(c)(1); 121.483(c)(2); 121.483(c)(3)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.20.	Does the certificate holder's manual require crew rest facilities, both onboard and at destinations, for pilots in long range international operations with augmented flightcrews? SRRs: 121.485(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.21.	Does the certificate holder's manual specify the hourly rest requirements and conditions, inclusively, for pilots in flag operations, with augmented flightcrews, upon return to home base? SRRs: 121.485(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.22.	Does the certificate holder's manual limit the flying time of a pilot, with an augmented flightcrew, to:	
1.22.1.	350 hours during any 90 consecutive days? SRRs: 121.485(c)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.22.2.	1,000 hours during any 12 calendar month period? SRRs: 121.485(c)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.23.	Does the certificate holder's manual specify the flight time limitations for pilots who are not regularly assigned in flag operations? SRRs: 121.487(a); 121.487(b); 121.487(c); 121.487(d); 121.487(e)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.24.	Does the certificate holder's manual require pilots in flag operations to include all commercial flying in their flight time limitations? SRRs: 121.489	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.25.	Does the certificate holder's manual establish flight time limitations for:	
1.25.1.	Flight engineers? SRRs: 121.493(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

1.25.2.	Flight navigators? SRRs: 121.493(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.26.	Does the certificate holder's manual limit supplemental operations from scheduling pilots for more than 8 hours in any consecutive 24 hours without a rest? SRRs: 121.503(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.27.	Does the certificate holder's manual specify the rest requirements for pilots in supplemental operations who have flown more than 8 hours in any consecutive 24 hour period? SRRs: 121.503(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.28.	Does the certificate holder's manual require, for supplemental operations, the relief of each pilot from all duty for at least 24 consecutive hours at least once during any seven consecutive days? SRRs: 121.503(c)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.29.	Does the certificate holder's manual require that no pilot in supplemental operations may fly more than 100 hours in 30 days or 1,000 hours in any calendar year? SRRs: 121.503(d); 121.503(e)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.30.	Does the certificate holder's manual specify the conditions under which supplemental operations may schedule a flight crewmember for up to 10 hours of continuous duty in transcontinental operations without a rest period? SRRs: 121.503(f)(1); 121.503(f)(2); 121.503(f)(3)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.31.	Does the certificate holder's manual specify the rest requirement for two-pilot supplemental crews that have been scheduled for more than 9 hours of flight time? SRRs: 121.505(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.32.	Does the certificate holder's manual limit the crew duty for two-pilot supplemental operations? SRRs: 121.505(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.33.	Does the certificate holder's manual specify:	
1.33.1.	The flight time limitations for three-pilot crews in supplemental operations? SRRs: 121.507(a)(1); 121.507(a)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.33.2.	The duty time limitations for three-pilot crews in supplemental operations? SRRs: 121.507(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.34.	Does the certificate holder's manual specify:	
1.34.1	The flight time limitations for four-pilot crews in supplemental operations? SRRs: 121.509(a)(1); 121.509(a)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.34.2.	The duty time limitations for four-pilot crews in supplemental operations? SRRs: 121.509(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.35.	Does the certificate holder's manual specify:	
1.35.1.	The flight time limitations for flight engineers in supplemental operations?	<input type="checkbox"/> Yes

	SRRs: 121.511(a)	<input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.35.2.	The duty time limitations for flight engineers in supplemental operations? SRRs: 121.511(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.36.	Does the certificate holder's manual limit the flying time of all airmen to 1,000 hours in any 12 calendar month period? SRRs: 121.515	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.37.	Does the certificate holder's manual require pilots in supplemental operations to include all commercial flying in their flight time limitations? SRRs: 121.517	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.38.	Does the manual of the certificate holder conducting supplemental operations prohibit scheduling anyone in a three-person flightcrew for more than 12 hours in any 24 consecutive hours? SRRs: 121.521(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.39.	Does the manual of the certificate holder conducting supplemental operations specify the rest requirements for pilots in a three-person flightcrew who have flown in excess of 20 hours in 48 consecutive hours or 24 hours in any 72 consecutive hours? SRRs: 121.521(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.40.	Does the certificate holder's manual prohibit an airman in a three-person crew in supplemental operations from being aloft as a flight crewmember for more than:	
1.40.1.	120 hours in any 30 consecutive days? SRRs: 121.521(c)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.40.2.	300 hours in any 90 consecutive days? SRRs: 121.521(c)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.41.	Does the certificate holder's manual prohibit scheduling a flight engineer or navigator on an augmented crew during supplemental operations for more than 12 hours during any consecutive 24 hours? SRRs: 121.523(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.42.	Does the certificate holder's manual require crew rest facilities, both onboard and at destinations, for pilots in supplemental operations, with augmented flightcrews, that exceed 12 hours after operations? SRRs: 121.523(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.43.	Does the certificate holder's manual prohibit scheduling of any augmented flight crewmembers in supplemental operations for more than 30 hours of continuous duty? SRRs: 121.523(c)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.44.	Does the certificate holder's manual specify rest requirements for augmented flight crewmembers in supplemental operations who are scheduled for complete continuous duty in excess of 24 hours? SRRs: 121.523(c)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.45.	Does the certificate holder's manual specify the use of deadheading in computing duty time limitations for augmented crews in supplemental operations?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable



	SRRs: 121.523(d)	
1.46.	Does the certificate holder's manual specify the rest requirements for pilots in supplemental operations, with augmented flightcrews, upon return to home base? SRRs: 121.523(e)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.47.	Does the certificate holder's manual limit the flying time, in any 90 consecutive days, of airmen serving on augmented flightcrews in supplemental operations to 350 hours? SRRs: 121.523(f)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.48.	Does the certificate holder's manual specify the flight time limitations for pilots serving on more than one kind of flightcrew during supplemental operations? SRRs: 121.525(b); 121.525(c); 121.525(d); 121.525(e)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.49.	Does the certificate holder's manual require that current records be maintained for each crewmember (domestic and flag operations) that show compliance for:	
1.49.1.	<p>Flight time? SRRs: 121.683(a)(1) <i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> <li>Check that the Certificate Holder conducting domestic operations has instructions and information in its manual listing the location where the flight, duty and rest time records are maintained. <i>Sources:</i> 121.135(a)(1); 121.683(a)(1) <i>Interfaces:</i> 2.1.1(AW); 2.1.1(OP); 2.1.2(AW); 2.1.2(OP); 3.1.4(OP); 3.1.11(OP); 4.2.3(OP); 6.1.2(OP); 7.1.4(OP); 7.2.1(OP)</li> <li>Check that the Certificate Holder conducting domestic operations has instructions and information in its manual that identifies how the records are used for scheduling crewmembers and dispatchers. <i>Sources:</i> 121.135(a)(1); 121.683(a)(1) <i>Interfaces:</i> 2.1.1(AW); 2.1.1(OP); 2.1.2(AW); 2.1.2(OP); 3.1.4(OP); 3.1.11(OP); 4.2.3(OP); 6.1.2(OP); 7.1.4(OP); 7.2.1(OP)</li> <li>Check that the Certificate Holder conducting flag operations has instructions and information in its manual listing the location where the flight, duty and rest time records are maintained. <i>Sources:</i> 121.135(a)(1); 121.683(a)(1) <i>Interfaces:</i> 2.1.1(AW); 2.1.1(OP); 2.1.2(AW); 2.1.2(OP); 3.1.4(OP); 3.1.11(OP); 4.2.3(OP); 6.1.2(OP); 7.1.4(OP); 7.2.1(OP)</li> <li>Check that the Certificate Holder conducting flag operations has instructions and information in its manual that identifies how the records are used for scheduling crewmembers and dispatchers. <i>Sources:</i> 121.135(a)(1); 121.683(a)(1) <i>Interfaces:</i> 2.1.1(AW); 2.1.1(OP); 2.1.2(AW); 2.1.2(OP); 3.1.4(OP); 3.1.11(OP); 4.2.3(OP); 6.1.2(OP); 7.1.4(OP); 7.2.1(OP)</li> </ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.49.2.	<p>Duty time? SRRs: 121.683(a)(1) <i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> <li>Check that the Certificate Holder conducting domestic operations has instructions and information in its manual listing the location where the flight, duty and rest time records are maintained.</li> </ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

	<p><i>Sources:</i> 121.135(a)(1); 121.683(a)(1)</p> <p><i>Interfaces:</i> 2.1.1(AW); 2.1.1(OP); 2.1.2(AW); 2.1.2(OP); 3.1.4(OP); 3.1.11(OP); 4.2.3(OP); 6.1.2(OP); 7.1.4(OP); 7.2.1(OP)</p> <p>2. Check that the Certificate Holder conducting domestic operations has instructions and information in its manual that identifies how the records are used for scheduling crewmembers and dispatchers.</p> <p><i>Sources:</i> 121.135(a)(1); 121.683(a)(1)</p> <p><i>Interfaces:</i> 2.1.1(AW); 2.1.1(OP); 2.1.2(AW); 2.1.2(OP); 3.1.4(OP); 3.1.11(OP); 4.2.3(OP); 6.1.2(OP); 7.1.4(OP); 7.2.1(OP)</p> <p>3. Check that the Certificate Holder conducting flag operations has instructions and information in its manual listing the location where the flight, duty and rest time records are maintained.</p> <p><i>Sources:</i> 121.135(a)(1); 121.683(a)(1)</p> <p><i>Interfaces:</i> 2.1.1(AW); 2.1.1(OP); 2.1.2(AW); 2.1.2(OP); 3.1.4(OP); 3.1.11(OP); 4.2.3(OP); 6.1.2(OP); 7.1.4(OP); 7.2.1(OP)</p> <p>4. Check that the Certificate Holder conducting flag operations has instructions and information in its manual that identifies how the records are used for scheduling crewmembers and dispatchers.</p> <p><i>Sources:</i> 121.135(a)(1); 121.683(a)(1)</p> <p><i>Interfaces:</i> 2.1.1(AW); 2.1.1(OP); 2.1.2(AW); 2.1.2(OP); 3.1.4(OP); 3.1.11(OP); 4.2.3(OP); 6.1.2(OP); 7.1.4(OP); 7.2.1(OP)</p>	
1.49.3.	<p>Rest time?</p> <p>SRRs: 121.683(a)(1)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.50.	Does the certificate holder's manual require that current records be maintained for each aircraft dispatcher (domestic and flag operations) that show compliance for:	
1.50.1.	<p>Duty time?</p> <p>SRRs: 121.683(a)(1)</p> <p><i>Related Design JTIs:</i></p> <p>1. Check that the Certificate Holder conducting domestic operations has instructions and information in its manual listing the location where the flight, duty and rest time records are maintained.</p> <p><i>Sources:</i> 121.135(a)(1); 121.683(a)(1)</p> <p><i>Interfaces:</i> 2.1.1(AW); 2.1.1(OP); 2.1.2(AW); 2.1.2(OP); 3.1.4(OP); 3.1.11(OP); 4.2.3(OP); 6.1.2(OP); 7.1.4(OP); 7.2.1(OP)</p> <p>2. Check that the Certificate Holder conducting domestic operations has instructions and information in its manual that identifies how the records are used for scheduling crewmembers and dispatchers.</p> <p><i>Sources:</i> 121.135(a)(1); 121.683(a)(1)</p> <p><i>Interfaces:</i> 2.1.1(AW); 2.1.1(OP); 2.1.2(AW); 2.1.2(OP); 3.1.4(OP); 3.1.11(OP); 4.2.3(OP); 6.1.2(OP); 7.1.4(OP); 7.2.1(OP)</p> <p>3. Check that the Certificate Holder conducting flag operations has instructions and information in its manual listing the location where the flight, duty and rest time records are maintained.</p> <p><i>Sources:</i> 121.135(a)(1); 121.683(a)(1)</p> <p><i>Interfaces:</i> 2.1.1(AW); 2.1.1(OP); 2.1.2(AW); 2.1.2(OP); 3.1.4(OP); 3.1.11(OP); 4.2.3(OP); 6.1.2(OP); 7.1.4(OP); 7.2.1(OP)</p> <p>4. Check that the Certificate Holder conducting flag operations has</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

	<p>instructions and information in its manual that identifies how the records are used for scheduling crewmembers and dispatchers.</p> <p><i>Sources:</i> 121.135(a)(1); 121.683(a)(1)</p> <p><i>Interfaces:</i> 2.1.1(AW); 2.1.1(OP); 2.1.2(AW); 2.1.2(OP); 3.1.4(OP); 3.1.11(OP); 4.2.3(OP); 6.1.2(OP); 7.1.4(OP); 7.2.1(OP)</p>	
1.50.2.	<p>Rest time?</p> <p>SRRs: 121.683(a)(1)</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> <li>1. Check that the Certificate Holder conducting domestic operations has instructions and information in its manual listing the location where the flight, duty and rest time records are maintained. <i>Sources:</i> 121.135(a)(1); 121.683(a)(1) <i>Interfaces:</i> 2.1.1(AW); 2.1.1(OP); 2.1.2(AW); 2.1.2(OP); 3.1.4(OP); 3.1.11(OP); 4.2.3(OP); 6.1.2(OP); 7.1.4(OP); 7.2.1(OP)</li> <li>2. Check that the Certificate Holder conducting domestic operations has instructions and information in its manual that identifies how the records are used for scheduling crewmembers and dispatchers. <i>Sources:</i> 121.135(a)(1); 121.683(a)(1) <i>Interfaces:</i> 2.1.1(AW); 2.1.1(OP); 2.1.2(AW); 2.1.2(OP); 3.1.4(OP); 3.1.11(OP); 4.2.3(OP); 6.1.2(OP); 7.1.4(OP); 7.2.1(OP)</li> <li>3. Check that the Certificate Holder conducting flag operations has instructions and information in its manual listing the location where the flight, duty and rest time records are maintained. <i>Sources:</i> 121.135(a)(1); 121.683(a)(1) <i>Interfaces:</i> 2.1.1(AW); 2.1.1(OP); 2.1.2(AW); 2.1.2(OP); 3.1.4(OP); 3.1.11(OP); 4.2.3(OP); 6.1.2(OP); 7.1.4(OP); 7.2.1(OP)</li> <li>4. Check that the Certificate Holder conducting flag operations has instructions and information in its manual that identifies how the records are used for scheduling crewmembers and dispatchers. <i>Sources:</i> 121.135(a)(1); 121.683(a)(1) <i>Interfaces:</i> 2.1.1(AW); 2.1.1(OP); 2.1.2(AW); 2.1.2(OP); 3.1.4(OP); 3.1.11(OP); 4.2.3(OP); 6.1.2(OP); 7.1.4(OP); 7.2.1(OP)</li> </ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.51.	<p>Does the certificate holder's manual require, for domestic and flag operations, that each action taken concerning the release from employment for physical or professional disqualification of any flight crewmember or aircraft dispatcher, is recorded and kept for at least six months thereafter?</p> <p>SRRs: 121.683(a)(2)</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> <li>1. Check that the Certificate Holder's manual system has instructions and information that each Certificate Holder shall record each action taken concerning the release from employment or physical or professional disqualification of any flight crewmember or aircraft dispatcher (domestic operations only) and keep the record for at least six months thereafter. <i>Sources:</i> 121.135(a)(1); 121.683(a)(2) <i>Interfaces:</i> 2.1.1(AW); 2.1.1(OP); 3.1.3(OP); 3.1.11(OP); 3.1.13(OP)</li> <li>2. Check that the Certificate Holder's manual system has instructions and information that each Certificate Holder shall record each action taken concerning the release from employment or physical or professional</li> </ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

	<p>disqualification of any flight crewmember or aircraft dispatcher (flag operations only) and keep the record for at least six months thereafter.</p> <p><i>Sources:</i> 121.135(a)(1); 121.683(a)(2)</p> <p><i>Interfaces:</i> 2.1.1(AW); 2.1.1(OP); 3.1.3(OP); 3.1.11(OP); 3.1.13(OP)</p>	
2.	<p>Does the certificate holder's manual contain general policies for the Scheduling/Reporting System that comply with the SRRs?</p> <p>SRRs: 121.135(b)(1); 121.465(a); 121.465(b)(1); 121.465(b)(2); 121.465(b)(3); 121.465(c); 121.467(b); 121.467(c); 121.471(a)(1); 121.471(a)(2); 121.471(a)(3); 121.471(a)(4); 121.471(b)(1); 121.471(b)(2); 121.471(b)(3); 121.471(d); 121.471(e); 121.471(f); 121.471(g); 121.481(a); 121.481(b); 121.481(c); 121.481(d); 121.481(e); 121.481(f); 121.483(a); 121.483(b); 121.483(c)(1); 121.483(c)(2); 121.483(c)(3); 121.485(a); 121.485(b); 121.485(c)(1); 121.485(c)(2); 121.485(c)(3); 121.487(a); 121.487(b); 121.487(c); 121.487(d); 121.487(e); 121.489; 121.493(a); 121.493(b); 121.503(a); 121.503(b); 121.503(c); 121.503(d); 121.503(e); 121.503(f)(1); 121.503(f)(2); 121.503(f)(3); 121.505(a); 121.505(b); 121.507(a)(1); 121.507(a)(2); 121.507(b); 121.509(a)(1); 121.509(a)(2); 121.509(b); 121.511(a); 121.511(b); 121.515; 121.517; 121.521(a); 121.521(b); 121.521(c)(1); 121.521(c)(2); 121.523(a); 121.523(b); 121.523(c); 121.523(d); 121.523(e); 121.523(f); 121.525(b); 121.525(c); 121.525(d); 121.525(e); 121.683(a)(1); 121.683(a)(2)</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> <li>1. Check that the Certificate Holder's manual has a general policy for crewmember and dispatcher scheduling and reporting in accordance with the applicable Federal Aviation Regulations.</li> </ol> <p><i>Sources:</i> 121.135(b)(1)</p> <p><i>Interfaces:</i> 2.1.1(AW); 2.1.1(OP); 2.1.2(AW); 2.1.2(OP); 3.1.4(OP); 3.1.11(OP); 6.1.2(OP); 6.1.3(OP); 6.1.4(OP); 7.1.4(OP); 7.2.1(OP)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.	<p>Does the certificate holder's manual reference the appropriate Federal Aviation Regulations listed in the Supplemental Information section of this safety attribute inspection (SAI)?</p> <p>SRRs: 121.135(b)(3)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4.	<p>Does the certificate holder's manual contain the duties and responsibilities for personnel who will accomplish the Scheduling/Reporting System?</p> <p>SRRs: 121.135(b)(2)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.	<p>Does the certificate holder's manual include instructions and information for personnel to meet the requirements of the Scheduling/Reporting System?</p> <p>SRRs: 121.135(a)(1)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

SAI SECTION 1 - PROCEDURES ATTRIBUTE Drop-Down Menu	
1.	No procedures, policy, instructions or information specified.
2.	Procedures or instructions and information do not identify (who, what, when, where, how).
3.	Procedures, policy or instructions and information do not comply with CFR.
4.	Procedures, policy or instructions and information do not comply with FAA policy and guidance.
5.	Procedures, policy or instructions and information do not comply with other documentation (e.g., manufacturer's data, Jeppesen's Charts, etc.).
6.	Procedures, policy or instructions and information unclear or incomplete.
7.	Documentation quality (e.g., unreadable or illegible).
8.	Procedures, policy or instructions and information inconsistent across Certificate Holder manuals (FOM - Flight Operations Manual to GMM - General Maintenance Manual, etc.).
9.	Procedures, policy or instructions and information inconsistent across media (e.g., paper, microfiche, electronic).
10.	Resource requirements incomplete (personnel, facilities, equipment, technical data).
11.	Other.

## SAI SECTION 2 - CONTROLS ATTRIBUTE

**Objective:** Controls are checks and restraints designed into a process to ensure a desired result. The questions in this section of the DCT are designed to assist the inspector in determining if checks and restraints are designed into the process to ensure the desired result is achieved. Controls should be written into the manual system to ensure that the most important manual policies, procedures, or instructions and information will be followed.

Controls may be in the form of administrative controls, which are secondary or supplemental written procedures. Like written procedures, administrative controls also need to provide answers to questions regarding who, what, when, where, and how. Controls may also be in the form of engineered controls, such as automated features or mechanical actions or devices (i.e., safety devices, warning devices, etc.).

### Tasks

To meet this objective, the inspector must accomplish the following tasks:

- 1 Review the control questions below.
- 2 Review the certificate holder's policies, procedures, instructions, and information to gain an understanding of the controls that it has documented.

### Questions

	To meet this objective, the inspector must answer the following questions:	
1.	Are the following controls built into the Scheduling/Reporting System:	
1.1.	Is there a control in place to ensure that the certificate holder maintains its records according to its manual?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2.	Is there a control in place to ensure that the certificate holder makes requested records available in a timely manner?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.3.	Is there a control in place to ensure that the certificate holder adheres to its policy for personnel scheduling and record keeping?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.4.	Is there a control in place to ensure that the certificate holder follows its instructions on the use of records for scheduling crewmembers and dispatchers?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.5.	Is there a control in place to ensure that the certificate holder maintains the records of flight crewmembers and dispatchers who were physically or professionally disqualified or released from employment (domestic and flag operations only)?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.	Does the certificate holder have a documented method for assessing the impact of any changes made to the controls in the Scheduling/Reporting System?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<b>SAI SECTION 2 - CONTROLS ATTRIBUTE</b> <b>Drop-Down Menu</b>	
1.	No controls specified.
2.	Documentation for the controls do not identify (who, what, when, where, how).
3.	Controls incomplete.
4.	Controls could be circumvented.
5.	Controls could be unenforceable.
6.	Resource requirements incomplete (personnel, facilities, equipment, technical data).
7.	Other.

### SAI SECTION 3 - PROCESS MEASUREMENT ATTRIBUTE

**Objective:** Process measurements are used by the certificate holder to measure and assess its processes, to identify and correct problems or potential problems, and to make improvements to the processes. The questions in this section of the DCT are designed to assist the inspector in determining if the certificate holder measures or assesses information to identify, analyze, and document potential problems with the process. Process measurements are a certificate holder's internal evaluation or auditing of the most important policies, procedures, or instructions and information associated with an element.

To prevent the duplication of work, process measurements are most commonly addressed through a combination of auditing features contained in both the certificate holder's safety program/internal evaluation program (for operations and cabin safety-related issues) and the auditing function of the Continuous Analysis and Surveillance System (for airworthiness or maintenance/inspection-related issues). The director of safety and the quality assurance department often work together to accomplish this function for the certificate holder. This approach requires amendment of the safety program/internal evaluation program audit forms or checklists and the Continuous Analysis and Surveillance System audit forms or checklists to include the specific process measurements for each element.

#### Tasks

	To meet this objective, the inspector must accomplish the following tasks:
1	Review the process measurement questions below.
2	Review the certificate holder's policies, procedures, instructions, and information to gain an understanding of the process measurements that it has documented.

#### Questions

	To meet this objective, the inspector must answer the following questions:	
1.	Does the certificate holder's Scheduling/Reporting System include the following process measurements:	
1.1.	Process measurements that would reveal if the certificate holder failed to maintain its records according to its manual?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2.	Process measurements that would reveal if the certificate holder failed to make requested records available in a timely manner?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.3.	Process measurements that would reveal if the certificate holder failed to adhere to its policy for personnel scheduling and record keeping?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.4.	Process measurements that would reveal if the certificate holder failed to follow its instructions on the use of records for scheduling crewmembers and dispatchers?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.5.	Process measurements that would reveal if the certificate holder failed to maintain the records of flight crewmembers and dispatchers who had been physically or professionally disqualified or released from employment (domestic and flag operations only)?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.	Is there a process measurement or process measurements that would reveal if the certificate holder's policy, procedures, instructions, and information contained in its manual were not followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.	Does the certificate holder document its process measurement results?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4.	Does the certificate holder's manual provide for the use of process measurement	<input type="checkbox"/> Yes



	results to improve its programs?	<input type="checkbox"/> No, Explain
5.	Does the organization that conducts the process measurements have direct access to the person with responsibility for the Scheduling/Reporting System?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<b>SAI SECTION 3 - PROCESS MEASUREMENT ATTRIBUTE</b> <b>Drop-Down Menu</b>	
1.	No process measurements specified.
2.	Documentation for the process measurements does not identify (who, what, when, where, how).
3.	Inability to identify negative findings.
4.	No provisions for implementing corrective actions.
5.	Ineffective follow-up to determine effectiveness of corrective actions.
6.	Resources requirements (personnel, facilities, equipment, technical data).
7.	Other.

### SAI SECTION 4 - INTERFACES ATTRIBUTE

**Objective:** Interfaces are used by the certificate holder to identify and manage the interactions between processes. The questions in this section of the DCT are designed to assist the inspector in determining whether or not interactions between the policies, procedures, or instructions and information associated with other independent processes within the certificate holder's organization are documented. Written policies, procedures, or instructions and information that are interrelated and located in different manuals within the certificate holder's manual system must be consistent and complement each other. For the interfaces to be effectively managed, it is not only important to identify what the interfaces are, but it is imperative to document the specific location of the interfaces within the certificate holder's manual system.

#### Tasks

	To meet this objective, the inspector must accomplish the following tasks:
1	Review the interfaces associated with the Scheduling/Reporting System that have been identified along with the individual questions in section 1, Procedures, of this DCT.
2	Review the certificate holder's policies, procedures, instructions, and information to gain an understanding of the interfaces that it has documented.

#### Questions

	To meet this objective, the inspector must answer the following questions: NOTE: The design job task items (JTIs) displayed with the questions in section 1, Procedures, of this DCT identify potential interfaces (by element number) for this element.	
1.	Does the certificate holder's manual properly address the interfaces that are identified along with the questions in section 1, Procedures, of this DCT?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.	Does the certificate holder's manual document a method for assessing the impact of any changes to the associated interfaces within the Scheduling/Reporting System?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<b>SAI SECTION 4 - INTERFACES ATTRIBUTE</b> <b>Drop-Down Menu</b>	
1.	No interfaces specified.
2.	The following interfaces not identified within the Certificate Holder's manual system:
3.	Interfaces listed are inaccurate.
4.	Specific location of interfaces not identified within the manual system.
5.	Other

### SAI SECTION 5 - MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTES

**Objective:** The questions in this section address the responsibility and authority of the process. They are designed to assist the inspector in determining if there is a clearly identifiable, qualified, and knowledgeable person who is responsible for the process, is answerable for the quality of the process, and has the authority to establish and modify the process. (The person with the authority may or may not be the person with the responsibility.)

#### Tasks

	To meet this objective, the inspector must accomplish the following tasks:
1.	Identify the person who has overall responsibility for the Scheduling/Reporting System.
2.	Identify the person who has overall authority for the Scheduling/Reporting System.
3.	Review the duties and responsibilities of the person(s) documented in the certificate holder's manual.
4.	Review the appropriate organizational chart.

#### Questions

	To meet this objective, the inspector must answer the following questions:	
1.	Does the certificate holder's manual clearly identify who is responsible for the quality of the Scheduling/Reporting System?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title:
2.	Does the certificate holder's manual clearly identify who has authority to establish and modify the policies, procedures, instructions, and information for the Scheduling/Reporting System?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title:
3.	Does the certificate holder's manual include the duties and responsibilities of those who manage the work required by the Scheduling/Reporting System?  SRRs: 121.135(b)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4.	Does the certificate holder's manual include instructions and information for those who manage the work required by the Scheduling/Reporting System?  SRRs: 121.135(a)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.	Does the certificate holder's manual clearly and completely document the responsibility for this position?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
6.	Does the certificate holder's manual clearly and completely document the authority for this position?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
7.	Does the certificate holder's manual clearly and completely document its qualification standards for the person having responsibility for the Scheduling/Reporting System?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
8.	Does the certificate holder's manual clearly and completely document its qualification standards for the person having authority to establish and modify the certificate holder's policies, procedures, instructions, and information for the Scheduling/Reporting System?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
9.	Does the certificate holder's manual clearly and completely document the procedures for delegation of authority for the Scheduling/Reporting System?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

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<b>SAI SECTION 5 - MANAGEMENT RESPONSIBILITY &amp; AUTHORITY ATTRIBUTES</b> <b>Drop-Down Menu</b>	
1.	Not documented.
2.	Documentation unclear.
3.	Documentation incomplete.
4.	Other.